

MANAGERS HANDBOOK
TABLE OF CONTENTS

INTRODUCTION:

THE TEN COMMANDMENTS OF SPORTS..... I

ADULT COACHES' CODE OF ETHICS..... II

MANAGERS ADULT SOFTBALL HANDBOOK:

ADULT SOFTBALL ADVISORY COMMITTEE..... 1

MANAGERS HANDBOOK.....2

AWARDS 3

MANAGERS RESPONSIBILITY 4

PLAYERS RESPONSIBILITY.....5

RULES..... 6

RULES FOR ALL LEAGUES.....7

STARTING TIME..... 8

SPECIAL GROUND RULES..... 9

GROVE.....10

SAN PABLO #1 & #2.....11

JAMES KENNY

EVALUATION OF OFFICIALS.....12

THE TEN COMMANDMENTS OF SPORTS

1. **THOU SHALT NOT QUIT.**
2. **THOU SHALT NOT ALIBI.**
3. **THOU SHALT NOT GLOAT OVER WINNING.**
4. **THOU SHALT NOT SULK OVER LOSING.**
5. **THOU SHALT NOT TAKE UNFAIR ADVANTAGE.**
6. **THOU SHALT NOT ASK ODDS THOU ART WILLING TO GIVE.**
7. **THOU SHALT ALWAYS BE WILLING TO GIVE THINE OPPONENT THE BENEFIT OF THE DOUBT.**
8. **THOU SHALT NOT UNDERESTIMATE AN OPPONENT OR OVER-ESTIMATE THY SELF.**
9. **REMEMBER THAT THE GAME IS THE THING AND HE/SHE WHO THINKS OTHERWISE IS NO TRUE SPORTSPERSON.**
10. **HONOR THE GAME THOU PLAYEST, FOR WHO PLAYS THE GAME STRAIGHT AND HARD WINS EVEN WHEN HE/SHE LOSES.**



BY HUGH S. FULLERTON

ADULT COACHES' CODE OF ETHICS

1. Be reasonable in your demands on the Players' time, energy and enthusiasm. Remember that they have other interests.
2. Teach your players that rules of the game are mutual agreements which one should evade or break.
3. Group players according to skill and physical ability whenever possible.
4. Avoid over-playing the talented players. The "just average" players need and deserve equal time.
5. Remember that some people play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the players for making mistakes or losing a competition.
6. Ensure that equipment and facilities meet safety standards and are appropriate for the players.
7. The scheduling, length of practice times and competitions should be taken into consideration as to the availability of the players.
8. Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches.
9. Follow the advice of a physician when determining when an injured player is ready to play again.
10. Remember that players need a coach they can respect. Be generous with your praise and set a good example. Respect the players and they will respect you.
11. Make a personal commitment to keep yourself informed on sound coaching principles, as well as the principles of skill development of players.

ADULT SOFTBALL ADVISORY COMMITTEE

A. BACKGROUND:

The Berkeley Recreation Program Office, in 1982, established an Adult Softball Advisory Committee made up of managers, players, staff and officials.

B. PURPOSE:

The purpose of this committee was to make recommendations on any concerns related to the operation of the Adult slow-pitch softball program.

C. MEETINGS:

Meetings are held as needed throughout the year in the interest of keeping the Softball program current with the needs of the participants. All interested person(s) are requested to attend these meetings and to complete the yearly program evaluation form. Meeting notices are provided to any person indicating an interest.

MANAGERS HANDBOOK GENERAL INFORMATION

- A. **Sport Section:** Wayne Munson, Monday through Friday 1PM.-5PM. Phone 981-5152 (email wmunson@City of Berkeley. Info) Recreation Program Office, 1947 Center Street First Floor, Berkeley, CA 94704.
- B. **Leagues:** The adult softball leagues will consist of men, women and co-recreation divisions: "B" - highly competitive teams; "C" - average teams;- "D" - industrial or recreational teams. "E" Beginners league Co-Rec only.
- C. **Divisions:** All divisions will consist of five (5) teams (spring), six (6) teams (summer) with the championship decided by play-offs. A team winning its championship will be moved to a higher division the following season.
- D. **Dates:** Approximate starting dates for leagues: Spring; first week of April (11 weeks), Summer; first week of July (12 weeks), Fall; second week of October (6 weeks).
- E. **Fees:** Team fees cover the cost of administration, supplies, awards, officials and grounds keepers. Full fee must be paid prior to the league start date. A team failing to comply will lose its priority for the following season.
- F. **League Schedule:** The league schedule will be sent to team managers who are responsible for getting game information to their team players. **LEAGUE SCHEDULE AND WIN/LOSS RECORD OR POSTED ON THE CITY'S WEB SITE. PLEASE NOTE: DO NOT CALL THE RECREATION OFFICE FOR GAME TIME OR STANDINGS.**
- G. **Rain Outs:** Rain out games will be played at the end of the league prior to play-offs. The weekly schedule will be followed. Decision on rainouts will be available at 2 p.m. on each game day. Call 981-5161–press 1 for the decision.
- H. **MESSAGE MACHINE: A message machine will be used for communication after hours and on weekends.**

II. AWARDS

Note: All leagues to receive individual awards of a baseball jersey. City of Berkeley Logo (15).
Men' League Sizes – 2 L - 9 X L - 4XX L. Co-ed League Size 4S – 3M - 3L - 4XL-1XXL

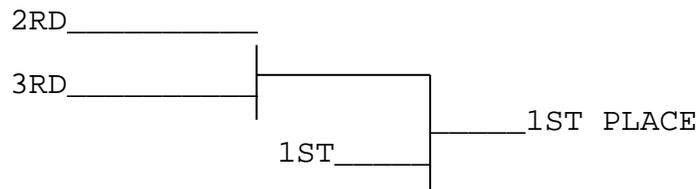
TEAM SPONSOR SHIRTS FOR 1ST PLACE (15).

PLAY-OFF FORMAT

All play-off final standings are based on the following:

1. Best over-all record.
2. Head-to-Head play.
3. Run differential head to head.
4. Total run differential.
5. Coin toss.
6. Home team advantage given to best record.

PLAY-OFFS ALL LEAGUES



III. MANAGERS RESPONSIBILITY

It is the team Manager's responsibility to set an example of sportsman-ship and fair play. Team managers are responsible for players' conduct on/off the field at all times. Any team involved in a fight may be suspended with no refund. A team player that is suspended from a game is also suspended the following week. Special rules apply to player misconduct. (See "Players Responsibility".)

A. Roster/Waiver Cards:

1. A team roster must be submitted as scheduled to the Recreation office. (Berkeley resident must provide proof of residency.)
2. Each player on the team must sign a waiver card agreement roster. The waiver need only be submitted once. Team roster cards are kept on file in the Recreation office.
3. A team roster must be submitted for each season. Waiver cards need to be submitted only once. (Continuing teams need to submit new roster players only.)
4. The penalty for the above is loss of priority for next season. (Forfeit of games played current season.)

B. Roster Information

1. A player can be added at any time to a team roster. However a player must have played in two games to be eligible for the play-offs. Penalty - Forfeit of game(s).
2. A player name must not appear on two (2) or more rosters (same league of play). In case of a dispute a player is assigned to the first team for which he/she plays.
3. Only four (4) players on a team roster can be from a higher league. In co-rec. leagues two of the four players need to be of the opposite sex. Penalty - Forfeit of game.
4. In order to add player, sign the player 's name, address and phone to the back of scorecard. At the first game he/she plays, have the player complete the waiver card and give it to the official. Non-resident fee must be received in the recreation office prior to next game. Penalty - Forfeit of game.

- C. Drinking: Drinking beer or other alcoholic beverages in the dugout or on the playing field is prohibited by law. Spectator's stands are considered a part of the playing field. The penalty for abuse of this rule is forfeit of the game and possible team suspension without refund.
- D. Managers Responsibility:
1. Late payment of fees: Lose priority for next season if all fees are not paid as scheduled.
 2. Manager unable to control team: Penalty-after warning by officials (except in flagrant cases). Penalty-team forfeits game, plus the next game. If a second occurrence the team loses priority for future league, according to ASA Rules.
 3. The Manager is responsible for knowing league and ASA Rules.
 4. The Manager is responsible for all players signing waiver information and clarification of such.
 5. A team will be dropped from league after two (2) forfeits with no refund. Team also will lose priority for next season.
 6. Teams who pay for 6 team leagues and play fewer games will be credited to the fees for the league.
 7. Roster additions are not intended to allow for pick-up of players to avoid a forfeit. The official will use judgement in this area. Penalty-forfeit of game.
 8. To ensure teams full playing time hustling between innings on and off the playing field. Remember one minute for warm ups between innings.
Helpful hints: 1. Bring gloves to runners left on base. 2. All equipment in dugout after 3 outs. 3. Always have an on-deck batter.
 9. Police Dugouts: Only players and coaches should be in the dugout. While team is on defense. Players in dugout should watch equipment.
 10. Verbal Abuse Between Teams: Keep conversation clean on the field between players on opposing teams and same team. No verbal or physical harassment of staff. (Ejection after warning for use of "F" word.)
 11. To ensure a safe and enjoyable softball season, managers and players should be advised of rules changes in ASA book for the current season. Also, be familiar with all rules in managers handbook.

- E. Protests: Official(s) must be notified according to the ASA Rules on any protest. A written protest and a \$50 protest fee (non-refundable) must be submitted to Recreation office within 48 hours of the protest. All protests must have all required information according to ASA Rules.
- F. Officials: Berkeley Staff officials will be assigned to each game and must be given the respect and the authority so designated. The officials are responsible for administering the game. Any flagrant abuse or hitting of an official is automatic suspension of the player(s) involved. This suspension will be applicable to all recreation leagues.
- G. Private Vehicles: Private cars, trucks, motorcycles or other vehicles are not permitted on park areas.
- H. Equipment: Each team is responsible for providing its own uniform, bats and facemasks. Teams are encouraged to wear matching tops. The winning team will receive the game ball.

IV. **PLAYERS RESPONSIBILITY**

- A. Verbal Abuse: After warning by the official (except in flagrant case): 1st offense one game suspension, 2nd offense 5 games suspension, 3rd offense 25 games suspension.
- B. Physical Abuse/Flagrant Threats: Penalty 5 games to 25 games suspension depending on offense.

V. **RULES**

- A. All adult leagues will be governed by the current ASA rule book and local rules set forth by the Recreation office.
 - 1. Designated hitter or (DH) is not allowed in all leagues.
- B. Co-Recreation Rules:
 - 1. Intentional walk: If after an official warning a pitcher continues to intentionally walk a male batter then the next batter (which is a female) must also be walked.
 - 2. Positioning of players: ASA guidelines are not valid in all leagues. A team may position players as desired.

C. AH Rules: Additional Hitter may be used as follows: AH also + Extra Hitter or EH.

1. A team may bat 12 players. Teams must maintain man/woman batting rotation.
2. Teams can substitute same person(s) throughout the game. Substitute must always bat in AH position.
3. Teams may play AH on defense (no one-time rule).
4. ASA Rules apply to all other substitutions.
5. Co-recreation outfielders cannot come into the infield (90' circle). The posted boundaries dictates infield area. (All fields should have marked boundaries.)
6. Co-recreation games are played for **FUN**. All players should respect the ability of other players and try not to hurt them. Any deliberate act of this nature is automatic suspension of player(s). If a player is suspended he/she is out for the next game.
7. Flagrant obstruction at any base or home plate is automatic out and ejection from the game with a suspension from the next game.

VI. RULES FOR ALL LEAGUES:

1. All players must be 18 years or older. Those players who are under 18 years must have a parent permission slip on file with the Recreation office. Copy must be presented upon request by official.
2. Metal cleats are not allowed in any league (**NO SCREW IN CLEATS ARE ALLOWED**)
3. There will be sliding bases, not fixed bases. (City Policy)
4. Teams may use an Additional Hitter (extra hitter). No use of designated hitter.
5. Teams must use the same AH throughout the game. That player must always bat in the AH position.
6. AH players may play on defense. There is no "one time" rule.
7. ASA rules apply to all other substitutions.

8. The batting team is responsible for retrieving foul balls.
9. The first foul after two strikes is an OUT.
10. Sliding is permitted. Players are hereby cautioned of the potential injuries.
11. Leagues are designed for the sex designated. No exception re: men in women's league or reverse.
12. After a warning by official, a player may be ejected for throwing his/her bat. This rule applies when, in the official judgements, safety is the issue.
13. A strike or strikes/or ball or balls may be called by an official when the offending team is delaying the game.
14. Player/manager must not try to solve problem of participant crossing in playing area. Staff has been instructed on how they should approach these problems. Teams or individual will be penalized by a forfeit or one game suspension. The intent of this rule is to minimize potential conflicts.
15. Tie Games: In case of a game that ends in a tie, each team will be awarded a 1/2 game won and a 1/2 game lost.
16. The tenth (10) players will be allowed to enter ten (10) positions in the line-up at the time he arrives at the game.
17. The Official must be notified.
18. The official will notify the opposing team.
19. The ten (10) player rule does not imply that the player can sit on the bench and be used in judgement situation. The rule is to allow for team to have a full team playing.
20. If a team decides to bat 11 players during the course of the game, **the steps outlined in Rule 16 - MUST BE USED.**
21. With exception noted, A.S.A. and league rules will apply to substitution and batting order.
22. **No rule books (A.S.A.) allowed during game in any discussion with officials.**

STARTING TIME:

FORFEIT RULE

1. A team having three forfeits during a season will not be eligible for playoffs, and will be dropped with no refund. Note: Teams are allowed one forfeit for fall league.
2. In addition, the team will lose its priority for the next season.
 - A. For all game times. There will be a five-minute grace period. The game is declared a forfeit after the period. Players must be on the playing field.
 - B. The Official will notify both teams after one (1) hour ten minutes has elapsed that time limits may be imposed.
 - C. All games are scheduled for Spring 7:40 PM & 8:55 PM; Summer 6:40 PM, 7:55 PM & 9:10 PM. No new inning is to start after one (1) hour ten minutes has elapsed. (See "B" above)
 - D. The length of all games is one (1) hour 10 minutes, or seven (7) innings, which ever occurs first.
 - E. After 4 1/2 innings of play, the team ahead by fifteen (15) or more runs is declared the winner. This will also apply to the PLAYOFFS

STARTING TEAMS:

- A. A team may start with nine (9) players.
- B. If a team use an AH (all leagues) the team does not forfeit the game. The game continues when the AH position bats it is recorded as an out. If a player is ejected and the team has no other player, the game is a forfeit.
- C. Co-Rec teams may bat 4/6 - 5/4 - 5/5 - 5/6 - 6/6. Note: When batting 4/6 (teams must be 4 men and 6 women) all ten can play. If a team has only (8) players, the game is forfeit. (See Rule 12B)

HOME RUNS:

- A. The number of home runs in all B & C leagues will be three (3) per team and applies to all fields except San Pablo #1. The ASA rule will apply to the "A" League.

VII. SPECIAL GROUND RULES

BASES WILL BE AT 65 FT. FOR ALL LEAGUES

A. GROVE

1. An overthrow that goes into the opening of the fence or dugout is a dead ball. The runner gets one base plus one.
2. A thrown ball down first or third base line is still in play.
3. Ball hit into residents yards should not be retrieved by player(s) - Staff is responsible for ball hit into the special areas.
4. Any ball hit above old fence is a home run. (3 per team)
5. Any ball hit over the new fence is an out. (See 7 & 8)
6. A line is painted on the new/old fence to designate a home run.
7. A softball player who hits a softball over the net in left field at Grove St. Park will be called out and disqualified from the game. If your team goes down to eight players due to the results from disqualification, your team will be forfeited from the game.
8. Balls hit over the net will not be added to teams home run total. They are only recorded as a out.

B. SAN PABLO #1

1. An overthrow that goes into the opening of the fence or the dugout is a dead ball. The runner gets one base plus one.
2. A thrown ball down the first or third base line is still in play.

C. SAN PABLO #2

1. An overthrow that goes into the opening of a fence or the dugout is a dead ball. The runner gets one base plus one.
2. A thrown ball down the first or third base line is still in play.
3. Any ball hit over the fence in right field is a home run.

4. Any ball that hits the tree on a bounce or fly is a two-base hit.
5. Any ball that bounces over or rolls under the fence in right field is a ground rule double.
6. Any ball hit beyond the extension of the fence down first and third base line is out of play. The catch and carry rule applies.
7. Any ball that is hit between the markers in right center going up onto the path way is a dead ball. Is a ground rule double.

D. JAMES KENNEY

1. An overthrow that goes into the opening of the fence or the dugout is a dead ball. The runner gets one base plus one.
2. A thrown ball down the first or third base line is still in play, (infield only). Any ball outside of the infield area is dead. The runner gets one base plus one.
3. Any ball going through an opening in the outfield fence is a two-base hit. Any other is the umpire's judgement.
4. Any ball going beyond the extension of the dugout fence is out of play. The catch and carry rule applies.

VII. EVALUATION OF OFFICIALS

As a part of the City of Berkeley's over-all evaluation of Softball Staff, Team Managers (are encouraged to) complete an evaluation card on Staff. The completed cards should be returned to the Recreation Office according to notice. Each Manager is encouraged to make evaluations during each half of league on official and grounds staff. Use evaluation forms in handbook, and one given at game. Send evaluation form to Recreation Office at any time.

